

THE FOLLOWING GREENWOOD COMMON COUNCIL ORDINANCE WILL BE INTRODUCED AT THE AUGUST 21, 2006, MEETING, WITH FIRST READING AT THE SEPTEMBER 6, 2006, MEETING, AND SECOND READING AT THE SEPTEMBER 18, 2006, MEETING **PLEASE NOTE THIS ORDINANCE IS SUBJECT TO AMENDMENTS BY THE COMMON COUNCIL.** IF YOU WISH TO SEE THE ADOPTED ORDINANCE PLEASE CONTACT THE CLERK-TREASURER OFFICE AT (317) 888-2100 OR VIA E-MAIL AT [CLERK@GREENWOOD.IN.GOV](mailto:CLERK@GREENWOOD.IN.GOV) FOR AN EXECUTED COPY AFTER THE SECOND READING.

**GREENWOOD COMMON COUNCIL**

**ORDINANCE NO. 06-26**

**AN ORDINANCE FIXING SALARIES OF APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF GREENWOOD, INDIANA FOR THE YEAR 2007**

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF GREENWOOD, INDIANA, THAT:

Section 1. Definitions/Explanation:

- (a) The number listed in the column next to the Department/Positions column (Budget Est.) represents the approximate dollars that the incumbent in the position would earn for the 2088 work hours in the year 2007 for full-time employees and 1957 ½ hours for full-time 37 ½ hour employees and is the approximate amount budgeted for said positions. These figures are for informational purposes only. The percentage figures in [ ] in the department categories represent the approximate percentage of salary or wages from each fund for that position. The dollar figures and the letter indicate the approximate amount to be paid from the fund as indicated by the letter stated below.
- (b) **C** shall mean City General Fund
- (c) **MVH** shall mean Motor Vehicle Highway Fund
- (d) **F** shall mean Fire Fund
- (e) **G** shall mean Greenwood Adult Probation Services Fund
- (f) **P** shall mean Park Fund
- (g) **PP** shall mean Police Pension Fund
- (h) **A** shall mean Aviation Operating Fund

Section 2. From and after the first day of January, 2007, the maximum salary and pay schedule for appointed officers and the employees of the City of Greenwood, Indiana, shall be fixed as follows:

TO THE COMMON COUNCIL OF THE CITY OF GREENWOOD, INDIANA,

I, the undersigned, Charles E. Henderson, Mayor of the City of Greenwood, Indiana, as required by Indiana Code 36-4-7-3 and Indiana Code 36-8-3-3, do hereby fix the maximum salaries, hourly rates and pay schedule of appointed officers and employees of the City of Greenwood, Indiana, beginning January 1, 2007, as noted, and continuing thereafter until duly changed, request that such salary rates be approved by the Common Council as follows:

**GREENWOOD CITY SALARIES AND WAGES – 2007**

| <u>DEPARTMENT/POSITIONS</u>  |      |                             |  |  |  |  | <u>BASE PAY</u>                               |  |
|--|------|-----------------------------|--|--|--|--|---|--|
|  |      |                             |  |  |  |  | Maximum<br>Hourly<br>Rate                     | Bi-Weekly<br>Pay Amount<br>for Maximum<br>Annual Salary* |
| <b><u>AVIATION OPERATING:</u></b>                                  |      | <b><u>(Budget Est.)</u></b> |  |  |  |  | <b><u>*[Beginning Payday 1-12 -2007]-</u></b> |  |
| Secretary Assistance   | A \$ | 3,500                       |  |  |  |  | \$15.50                                       |  |
| Board of Aviation Commissioners<br>4 members (\$50.00 per meeting) | A \$ | 4,400                       |  |  |  |  | \$50.00<br>per mtg.                           |  |
| <b><u>BOARD OF WORKS:</u></b>                                      |      |                             |  |  |  |  |   |  |
| Director of Operations   | C    | \$30,601                    |  |  |  |  |   | \$1,176.96   |
| Building Services Supervisor                                       | C    | \$46,675                    |  |  |  |  |   | \$1,795.19   |
| Code Enforcement Officer +   | C    | \$38,109                    |  |  |  |  |   | \$1,465.73   |

|  |            |  |  |  |         |           |
|--|------------|--|--|--|---------|-----------|
| Part-Time Code Enforcement                 | C \$ 8,625 |  |  |  | \$15.50 |           |
| Part-Time Receptionist (4)                 | C \$50,339 |  |  |  | \$15.50 |           |
| Part-Time Janitors (3)                     | C \$52,780 |  |  |  | \$15.50 |           |
| Part-Time and Substitute Vacation/Sickness | C \$ 2,090 |  |  |  | \$15.50 |           |
| Board of Works Member (1)                  | C \$11,862 |  |  |  |         | \$ 456.23 |

+ See Uniform Allowance paragraph 13

**CITY COURT: (Budget Est.)**

|  |            |  |  |  |         |            |
|--|------------|--|--|--|---------|------------|
| Director of Court Operations           | C \$38,500 |  |  |  |         | \$1,480.76 |
| Secretary (L3)                         | C \$34,391 |  |  |  |         | \$1,322.73 |
| Court Clerk                            | C \$36,000 |  |  |  |         | \$1,384.61 |
| Community Service Work Coordinator     | C \$34,825 |  |  |  |         | \$1,339.42 |
| Court Reporter                         | C \$ 5,000 |  |  |  | \$15.50 |            |
| Summer Intern                          | C \$ 1,900 |  |  |  | \$15.50 |            |
| Part-Time/Substitute Vacation/Overtime |            |  |  |  | \$15.50 |            |

**CLERK-TREASURER:**

|                                  |            |  |  |  |         |            |
|----------------------------------|------------|--|--|--|---------|------------|
| Deputy Clerk                     | C \$39,053 |  |  |  |         | \$1,502.03 |
| Payroll Clerk                    | C \$31,564 |  |  |  |         | \$1,214.00 |
| Bookkeeper                       | C \$35,600 |  |  |  |         | \$1,369.23 |
| Bookkeeper/Transcriptionist (L3) | C \$35,600 |  |  |  |         | \$1,369.23 |
| Part-Time                        | C \$       |  |  |  | \$15.50 |            |

**ECONOMIC DEVELOPMENT COMMISSION:**

|   |           |  |  |  |                  |  |
|---|-----------|--|--|--|------------------|--|
| Secretary Assistance                        | C \$1,500 |  |  |  | \$15.50          |  |
| Economic Development Commission Members (5) | C \$3,500 |  |  |  | \$50.00 per mtg. |  |

**ENGINEERING DEPARTMENT:**

|   |            |  |  |  |         |            |
|---|------------|--|--|--|---------|------------|
| Director of Operations                    | C \$61,201 |  |  |  |         |            |
| Engineer (Unfunded)                       | C \$70,000 |  |  |  |         | \$2,692.30 |
| Senior Technician                         | C \$60,471 |  |  |  |         | \$2,325.80 |
| Senior Technician Sanitation              | C \$53,766 |  |  |  |         | \$2,067.92 |
| Technician II/Field Inspection Supervisor | C \$53,766 |  |  |  |         | \$2,067.92 |
| Technician I                              | C \$39,201 |  |  |  |         | \$1,507.73 |
| Administrative Assistant (L2)             | C \$35,600 |  |  |  |         | \$1,369.23 |
| Secretary (L3)                            | C \$31,564 |  |  |  |         | \$1,214.00 |
| Part-Time/Over-Time                       | C \$10,000 |  |  |  | \$15.50 |            |

**FIRE DEPARTMENT:**

|                    |            |  |  |  |  |            |
|--------------------|------------|--|--|--|--|------------|
| Chief              | F \$65,926 |  |  |  |  | \$2,535.61 |
| Division Chief (3) | F \$60,296 |  |  |  |  | \$2,319.07 |

|                                  |            |  |  |  |  |            |
|----------------------------------|------------|--|--|--|--|------------|
| Captains (4)                     | F \$57,198 |  |  |  |  | \$2,199.92 |
| Lieutenants (9)                  | F \$53,926 |  |  |  |  | \$2,074.07 |
| Fire Prevention Specialist (1)   | F \$50,653 |  |  |  |  | \$1,948.19 |
| First Class Firefighter/EMT (9)  | F \$47,381 |  |  |  |  | \$1,822.34 |
| Firefighter/EMT Second Year* (3) | F \$43,018 |  |  |  |  | \$1,654.53 |

**FIRE DEPARTMENT:                    cont’d.    (Budget Est.)**

|   |            |  |  |  |         |            |
|---|------------|--|--|--|---------|------------|
| Probationary Firefighter/EMTs** (0)     | F \$38,108 |  |  |  |         | \$1,465.69 |
| Administrative Assistant (L2)           | F \$35,590 |  |  |  |         | \$1,368.84 |
| Fire/EMS Dispatch Coordinator           | F \$40,550 |  |  |  |         | \$1,559.61 |
| Records Clerk (1)                       | F \$30,550 |  |  |  |         | \$1,175.00 |
| Part-Time/Standby II and Temporary Help | F \$21,000 |  |  |  | \$15.50 |            |
| Safety Officer Part-time (1)            | F \$ 2,500 |  |  |  |         |            |

\* This position is listed to be filled and funded only when required by automatic promotion.  
\*\* New positions are noted; otherwise it's a position for new hires resulting from a retirement or a termination

Claims allowed for Firefighter (Volunteer) response:

(1)        Hourly Rates of Pay

All volunteer members of the Greenwood Volunteer Fire Department, Inc. shall be paid according to the following schedule:

For all hours worked, including standby, trainings, meetings and runs, firefighters shall receive compensation in a range of \$6.50 per hour to \$15.50 per hour, per a graduated scale established by agreement between the Greenwood Fire Chief and the Executive Board of the Greenwood Volunteer Fire Department, Inc.

Each firefighter shall only be compensated at one rate of pay at any one time. Rates of pay for each position shall be negotiated between the Greenwood Fire Chief and the Executive Board of the Greenwood Volunteer Fire Department, Inc. At no time shall the rate of pay be such that it projects an expenditure greater than that appropriated by the Greenwood Common Council.

(2)        Technical Specialty Compensation

No employee shall be compensated for more than four (4) Technical Specialties in any given calendar year.

Any firefighter that meets the requirements of the Standard Operating Guidelines for the Hazardous Materials Team, and has maintained an active membership under the guidelines for the twelve (12) months prior to October 1<sup>st</sup>, shall be compensated \$500.00 in October of the current year, up to a maximum of thirty (30) positions total.

Any firefighter that meets the requirements of the Standard Operating Guidelines of the Water Rescue Team or the Rope/Confined Space Rescue Team and has maintained an active membership under those guidelines for the previous twelve (12) months prior to October 1<sup>st</sup>, shall be compensated \$350.00 in October of the current year, up to a maximum of twenty (20) positions total. No firefighter shall be compensated for both Water Rescue and Rope/Confined Space Rescue, even if he or she maintains active status in both.

Any firefighter that holds the appropriate certification and maintains an active status with the Fire/Arson Investigation Team shall be compensated \$250.00 in October of the current year, up to a maximum of five (5) positions total.

Any firefighter that holds a Fire Instructor II/III certification and instructs at least two(2) training sessions approved by the Division Chief of Training per quarter for the four (4) quarters prior to October 1<sup>st</sup>, shall be compensated \$250.00 in October of the current year, up to a maximum of five (5) positions total.

Any firefighter that is an active member of the Fire Department Honor Guard according to the Greenwood Fire Department Honor Guard Operating Procedures for the year prior to October 1<sup>st</sup> of the current year, shall be compensated \$250.00 in October of the current year up to a maximum of twelve (12) positions total.

(3)        Technical Specialty Compensation for Career Sworn Employees

No employee shall be compensated for more than four (4) Technical Specialties in any given calendar year.

Any career sworn employee that holds a State of Indiana Advanced Emergency Medical Technician Certification on October 1<sup>st</sup> of the current year shall be compensated \$250.00 annually.

Any career sworn employee that meets the requirements of the Standard Operating Guidelines for the Hazardous Materials Team, and has maintained an active membership under the guidelines for the twelve (12) months prior to October 1<sup>st</sup>, shall be compensated \$500.00 annually up to a maximum of thirty (30) positions total.

Any career sworn employee that meets the requirements of the Standard Operating Guidelines of the Water Rescue Team or the Rope/Confined Space Rescue Team and has maintained an active membership under those guidelines for the previous twelve (12) months prior to October 1<sup>st</sup>, shall be compensated \$350.00 annually up to a maximum of 20 positions total. No career sworn employee shall be compensated for both Water Rescue and Rope/Confined Space Rescue, even if they maintain active status in both.

Any career sworn employee that is an active member of the Fire Department Honor Guard according to the Greenwood Fire Department Honor Guard Operating Procedures for the year prior to October 1<sup>st</sup> of the current year, shall be compensated \$250.00 in October of the current year up to a maximum of twelve (12) positions total.

Any career sworn firefighter that holds a State of Indiana Paramedic certification and operates as Firefighter/Paramedic according to the policies and procedures for the position shall be compensated \$1,950.00 in October of the current year for providing Paramedic level services for the City of Greenwood.

(4) Run Pay Provision:

A firefighter shall receive compensation equal to one (1) hour at the firefighter's appropriate hourly rate for responding to a call and for all time spent on the call up to one (1) hour. A firefighter shall receive additional compensation at the appropriate hourly rate for all time in excess of one (1) hour spent on any run.

(5) Standby Holiday Rate:

All firefighters working standby on the following days in 2007, generally celebrated as holidays, shall be paid double the standby rate or a minimum of \$13.00 per hour for all hours worked during that twenty-four (24) hour period.

January 1<sup>st</sup>, New Year's Day  
May 28<sup>th</sup>, Memorial Day  
July 4<sup>th</sup>, Independence Day  
September 3<sup>rd</sup>, Labor Day  
November 22<sup>nd</sup>, Thanksgiving Day  
December 24<sup>th</sup>, Christmas Eve  
December 25<sup>th</sup>, Christmas Day  
December 31<sup>st</sup>, New Year's Eve

(Budget Est.)

**FLEET MAINTENANCE DEPARTMENT:**

|                                      |            |  |  |  |         |            |
|--------------------------------------|------------|--|--|--|---------|------------|
| Director of Operations               | C \$61,201 |  |  |  |         |            |
| Superintendent                       | C \$50,179 |  |  |  |         | \$1,929.96 |
| First Technician                     | C \$       |  |  |  |         |            |
| Technician (2)                       | C \$43,018 |  |  |  | \$20.60 |            |
| Administrative Assistant (L2) [14%C] | C \$ 4,876 |  |  |  |         | \$ 187.53  |
| Substitute Secretary/Bookkeeper      |            |  |  |  | \$15.50 |            |

**HUMAN RESOURCES:**

|                          |            |  |  |  |  |            |
|--------------------------|------------|--|--|--|--|------------|
| Human Resources Director | C \$54,977 |  |  |  |  | \$2,114.50 |
| Coordinator              | C \$35,600 |  |  |  |  | \$1,369.23 |

**INFORMATION TECHNOLOGY DEPARTMENT:**

|                           |            |  |  |  |  |            |
|---------------------------|------------|--|--|--|--|------------|
| Chief Information Officer | C \$60,471 |  |  |  |  | \$2,325.80 |
| Technician I              | C \$45,000 |  |  |  |  | \$1,730.76 |
| Technician II             | C \$37,500 |  |  |  |  | \$1,442.30 |
| Secretary (L4)            | C \$ 0     |  |  |  |  | \$         |

|                                     |  |  |  |  |         |  |
|-------------------------------------|--|--|--|--|---------|--|
| Part-Time Computer Related Services |  |  |  |  | \$15.50 |  |
|-------------------------------------|--|--|--|--|---------|--|

LEGAL (Attorney):

(Budget Est.)

|  |            |  |  |  |         |            |
|--|------------|--|--|--|---------|------------|
| City Attorney  | C \$74,462 |  |  |  |         | \$2,863.92 |
| Assistant City Attorney                                | C \$69,291 |  |  |  |         | \$2,665.03 |
| Executive Secretary I (L1)                             | C \$41,927 |  |  |  |         | \$1,612.57 |
| Executive Secretary II (L1)                            | C \$41,927 |  |  |  |         | \$1,612.57 |
| Legal Researchers                                      | C \$       |  |  |  | \$15.50 |            |
| Part-Time & Substitute Secretarial (Vacation/Sickness) | C \$       |  |  |  | \$15.50 |            |

MAYOR:

(Budget Est.)

|                                 |            |  |  |  |         |            |
|---------------------------------|------------|--|--|--|---------|------------|
| Executive Secretary (L1)        | C \$44,108 |  |  |  |         | \$1,696.46 |
| Part-Time/Substitute – Overtime | C \$ 2,204 |  |  |  | \$15.50 |            |
| Summer Intern (Unfunded)        | C \$ 5,000 |  |  |  | \$15.50 |            |

(MVH) STREET DEPARTMENT:

(Budget Est.)

|  |              |  |  |  |         |            |
|--|--------------|--|--|--|---------|------------|
| Director of Operations                     | \$61,201     |  |  |  |         |            |
| Superintendent                             | MVH \$60,471 |  |  |  |         | \$2,325.81 |
| Supervisor (2)                             | MVH \$48,472 |  |  |  | \$23.21 |            |
| Crew Leaders (4)                           | MVH \$41,653 |  |  |  | \$19.94 |            |
| Truck Driver/Laborers (15)                 | MVH \$40,285 |  |  |  | \$19.29 |            |
| Part-Time/Temporary and Seasonal Help      | MVH \$40,000 |  |  |  | \$15.50 |            |
| Administrative Assistant (L2)              | MVH \$13,933 |  |  |  |         | \$535.88   |
| Substitute Secretary/Bookkeeper            |              |  |  |  | \$15.50 |            |
| Part-Time Secretarial Assistance           |              |  |  |  | \$15.50 |            |
| Waste Management Field Supervisor/Operator | MVH \$41,927 |  |  |  | \$20.07 |            |
| Waste Management Field Operator/Laborer    | MVH \$40,291 |  |  |  | \$19.29 |            |
| Waste Management Field Part-Time           | MVH \$34,000 |  |  |  | \$15.50 |            |

(Budget Est.)

PARK AND RECREATION DEPARTMENT:

|  |            |  |  |  |         |            |
|--|------------|--|--|--|---------|------------|
| Executive Director of Parks and Recreation | P \$65,381 |  |  |  |         | \$2,514.65 |
| Secretary/Receptionist (L3)                | P \$31,564 |  |  |  | \$15.11 |            |
| Bookkeeper/Administrative Assistant (L2)   | P \$35,601 |  |  |  | \$17.05 |            |
| Director of Parks                          | P \$49,018 |  |  |  |         | \$1,885.31 |
| Assistant Director of Parks                | P \$40,291 |  |  |  |         | \$1,549.65 |
| Community Center Manager                   | P \$40,291 |  |  |  |         | \$1,549.65 |
| Landscape & Design Supervisor              | P \$36,306 |  |  |  | \$17.38 |            |
| Equipment Maintenance Foreman              | P \$36,473 |  |  |  | \$17.46 |            |

(Budget Est.)

**PARK AND RECREATION DEPARTMENT:** **Cont'd**

|  |            |  |  |  |                       |            |
|--|------------|--|--|--|-----------------------|------------|
| Grounds Worker (2)                               | P \$31,564 |  |  |  | \$15.11               |            |
| Director of Recreation                           | P \$49,018 |  |  |  |                       | \$1,885.30 |
| Assistant Director of Recreation                 | P \$40,291 |  |  |  | \$19.29               |            |
| Recreation Supervisor                            | P \$38,109 |  |  |  | \$18.25               |            |
| Community Center Supervisor (2)                  | P \$34,837 |  |  |  | \$16.68               |            |
| Maintenance/Seasonal Workers<br>(per budget)     |            |  |  |  | \$6.75 –<br>\$9.00    |            |
| Recreation/Seasonal Staff (per<br>budget)        |            |  |  |  | \$6.00 –<br>\$25.00   |            |
| Swimming Pool/Seasonal Staff<br>(per budget)     |            |  |  |  | \$6.00 –<br>\$16.00   |            |
| Part-Time Community Center<br>Staff (per budget) |            |  |  |  | \$7.25 –<br>\$9.00    |            |
| Park Board Members (4)                           | P \$4,800  |  |  |  | \$300.00<br>Quarterly |            |

**PLANNING DEPARTMENT:** (Budget Est.)

|   |            |  |  |  |                           |            |
|---|------------|--|--|--|---------------------------|------------|
| Director of Planning, Zoning,<br>Research and Development                       | C \$71,327 |  |  |  |                           | \$2,743.34 |
| Senior Planner  | C \$56,108 |  |  |  |                           | \$2,158.00 |
| Building Commissioner   | C \$53,382 |  |  |  |                           | \$2,053.15 |
| Inspector/Planner I   | C \$45,308 |  |  |  |                           | \$1,742.61 |
| Assistant Building Inspector –<br>Survey Instrument Technician                  | C \$45,308 |  |  |  |                           | \$1,742.61 |
| Assistant Building Inspector –<br>Survey Rodman                                 | C \$33,418 |  |  |  |                           | \$1,285.30 |
| Principal Planner   | C \$40,836 |  |  |  |                           | \$1,570.61 |
| Secretary<br>(L2)   | C \$35,600 |  |  |  |                           | \$1,369.23 |
| Secretary/Records Clerk   | C \$28,029 |  |  |  |                           | \$1,078.03 |
| Summer/Part-time Intern   | C \$ 8,000 |  |  |  | \$15.50                   |            |
| Substitute/Overtime<br>(vacation/sickness)                                      | C \$ 300   |  |  |  | \$15.50                   |            |
| Plan Commission Members (11)<br>\$13,200 (\$50.00 per meeting) \$1,300          |            |  |  |  | \$50.00<br>per<br>meeting |            |
| Board of Zoning Appeals<br>Members (5) \$6,000 (\$50.00 per<br>meeting) \$1,200 |            |  |  |  | \$50.00<br>per<br>meeting |            |
| Overlay Committee (5) \$3,000<br>(\$50.00 per meeting) \$600                    |            |  |  |  | \$50.00<br>per<br>meeting |            |

**POLICE DEPARTMENT:**

|                           |            |  |  |  |  |            |
|---------------------------|------------|--|--|--|--|------------|
| Chief of Police           | C \$65,926 |  |  |  |  | \$2,535.61 |
| Assistant Chief of Police | C \$63,744 |  |  |  |  | \$2,451.69 |
| Deputy Chief of Police    | C \$60,648 |  |  |  |  | \$2,332.61 |
| Captain (2) (1 Unfunded)  | C \$57,199 |  |  |  |  | \$2,199.96 |
| Lieutenant (4)            | C \$53,926 |  |  |  |  | \$2,074.07 |
| Sergeant (9)              | C \$50,653 |  |  |  |  | \$1,948.19 |

**POLICE DEPARTMENT: cont'd** (Budget Est.)

|   |            |  |  |  |         |            |
|---|------------|--|--|--|---------|------------|
| First Class Patrolman (34)  | C \$47,381 |  |  |  |         | \$1,822.34 |
| 2nd Class Patrol Officer(s) (2)**                                       | C \$41,382 |  |  |  |         | \$1,591.61 |
| Probationary Patrol Officer (4)   | C \$36,264 |  |  |  |         | \$1,394.76 |
| Communication Officer IDACS   | C \$42,558 |  |  |  |         | \$1,636.84 |
| Communication Officer(s) (10)   | C \$40,388 |  |  |  |         | \$1,553.38 |
| Probationary Communication Officer**(5) <b>unfunded</b>                 | C \$35,724 |  |  |  |         | \$1,374.00 |
| Civilian Watch Commander (2)+   | C \$27,914 |  |  |  |         | \$1,073.61 |
| Property Room Manager   | C \$37,564 |  |  |  |         | \$1,444.76 |
| Forensic Scientist (Chemist) (L1)                                       | C \$ 0.00  |  |  |  |         | \$ 0.0     |
| Forensic Scientist (Chemist) (L2) (2, <b>1 unfunded</b> )               | C \$53,926 |  |  |  |         | \$2,074.07 |
| Criminalistic Specialist  | C \$53,926 |  |  |  |         | \$2,074.07 |
| Administrative Assistant (L2)   | C \$34,837 |  |  |  |         | \$1,339.88 |
| 1 <sup>st</sup> Class Records Clerk (Supervisor/Spillman Administrator) | C \$37,564 |  |  |  |         | \$1,444.76 |
| Records Clerk (5)   | C \$32,110 |  |  |  |         | \$1,235.00 |
| Probationary Records Clerk** (No New)                                   | C \$       |  |  |  |         | \$ 0.0     |
| Transcriptionist for Records  | C \$       |  |  |  |         | \$ 0.0     |
| Receptionist  |            |  |  |  |         |            |
| Part-Time/Substitute  | C \$17,500 |  |  |  | \$15.50 |            |

\*\*These positions are listed to be filled and funded only when required by either automatic promotion in the case of a Patrol Officer or 2nd Year Communications Officer Position or when new hiring results from a retirement or termination for all Probationary positions unless new positions are noted. + See Uniform Allowance paragraph 13

**POLICE MERIT COMMISSION:** (Budget Est.)

|                        |           |  |  |  |                     |  |
|------------------------|-----------|--|--|--|---------------------|--|
| Commission Members (5) | C \$5,950 |  |  |  | \$70.00 per meeting |  |
| Secretary Assistance   | C \$1,000 |  |  |  | \$15.50             |  |

**POLICE PENSION FUND:** (Budget Est.)

|           |            |  |  |  |  |         |
|-----------|------------|--|--|--|--|---------|
| Secretary | PP \$1,544 |  |  |  |  | \$59.38 |
|-----------|------------|--|--|--|--|---------|

(Budget Est.)

**POST CONVICTION SERVICE (PROBATION & DRUG COURT)**

|                         |            |  |  |  |  |            |
|-------------------------|------------|--|--|--|--|------------|
| Chief Probation Officer | G \$56,750 |  |  |  |  | \$2,182.69 |
| Probation Officer       | G \$31,150 |  |  |  |  | \$1,198.07 |
| Secretary               | G \$29,292 |  |  |  |  | \$1,126.61 |
| Case Manager I          | G \$40,183 |  |  |  |  | \$1,545.50 |
| Case Manager II         | G \$31,150 |  |  |  |  | \$1,198.07 |
| Field Officer           | G \$41,000 |  |  |  |  | \$1,576.92 |
| Probation Officer       | G \$46,200 |  |  |  |  | \$1,776.92 |
| Program Coordinator     | G \$34,825 |  |  |  |  | \$1,339.42 |
| Assessment Provider     | G \$31,150 |  |  |  |  | \$1,198.07 |
| Lab Tech/Clerk          | G \$6,000  |  |  |  |  | \$ 230.76  |

REDEVELOPMENT COMMISSION:

|  |           |  |  |  |                 |  |
|--|-----------|--|--|--|-----------------|--|
| Secretary Assistance                           | C \$2,500 |  |  |  | \$15.50         |  |
| Greenwood Redevelopment Commission Members (5) |           |  |  |  | \$50 per diem * |  |

\* \$50 per Member’s meeting day attendance

(Budget Est.)

SANITATION DEPARTMENT - ADMINISTRATIVE:

|  |            |  |  |  |         |            |
|--|------------|--|--|--|---------|------------|
| Sanitation Billing Office Manager                                | C \$44,874 |  |  |  |         | \$1,725.92 |
| Sanitation Billing Office Senior Customer Account Specialist (2) | C \$33,309 |  |  |  |         | \$1,281.11 |
| Sanitation Billing Office Customer Accounts Specialist (3)       | C \$32,545 |  |  |  |         | \$1,251.73 |
| Part-Time Secretary/Customer Account Specialist Entry Level (L4) | C \$13,485 |  |  |  | \$15.50 |            |
| Sanitation Billing Office Part-Time/Over-Time and Substitute     | C \$22,200 |  |  |  | \$15.50 |            |
| Board of Works Member (1)  | C \$11,862 |  |  |  |         | \$ 456.23  |

(Budget Est.)

SANITATION DEPARTMENT - FIELD OPERATIONS:

|  |            |  |  |  |         |            |
|--|------------|--|--|--|---------|------------|
| Director of Operations                                     | C \$30,600 |  |  |  |         | \$1,176.92 |
| Superintendent   | C \$60,471 |  |  |  |         | \$2,325.81 |
| Supervisor   | C \$48,472 |  |  |  | \$23.21 |            |
| Assistant Supervisor                                       | C \$44,108 |  |  |  | \$21.12 |            |
| Inspector (2)  | C \$41,927 |  |  |  | \$20.07 |            |
| Sewer Maintenance (9)<br>(Driving & Non-Driving Positions) | C \$40,291 |  |  |  | \$19.29 |            |
| Administrative Assistant [46%]<br>(L2)                     | C \$16,022 |  |  |  |         | \$ 616.23  |
| Part-Time  | C \$40,000 |  |  |  | \$15.50 |            |
| Substitute Secretary/Bookkeeper                            |            |  |  |  | \$15.50 |            |

All department positions listed above are to be paid bi-weekly except for the following positions which are to be paid as indicated:

| Department                      | Position | Pay Basis & Amount                                    |
|---------------------------------|----------|---|
| City Court                      | Pro-tem  | Claim - \$25.00 per day                               |
| Police Merit Commission         | Members  | Per Meeting - \$70.00                                 |
| Plan Commission                 | Members  | Quarterly - \$300.00 (\$50.00 per mtg.)               |
| Board of Zoning Appeals         | Members  | Quarterly - \$300.00 (\$50.00 per mtg.)               |
| Overlay Committee               | Members  | Per meeting - \$50.00 (not to exceed 12 mtgs. a year) |
| Park Board                      | Members  | Quarterly - \$300.00 (\$100.00 per mtg.)              |
| Redevelopment Commission        | Members  | Per Diem - \$50.00 per meeting attended               |
| Economic Development Commission | Members  | Per Meeting - \$50.00                                 |
| Board of Aviation Commissioners | Members  | Per Meeting - \$50.00                                 |

HOURLY RATES

PARK DEPARTMENT:

|  |                  |
|--|------------------|
| Part-Time Parks:                       | \$6.75 - \$9.00  |
| Part-Time Recreation/Community Center: | \$6.00 - \$25.00 |
| Part-Time Pool:                        | \$6.00 - \$16.00 |



**ALL OTHER DEPARTMENTS WITHOUT RANGES AND INCLUDING TEMPORARY EMPLOYEES:**

Part-Time:       \$5.15 - \$15.50  
Full-Time:       \$5.15 - \$15.50

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Police Officers and Civilians: \$75.00 per year of service

Other Full Time City Personnel: \$75.00 per year of service

Section 3. The positions of Fleet Maintenance Secretary/ Bookkeeper, MVH (Street) Department Secretary/Bookkeeper and Sanitation Department - Field Operations Secretary/ Bookkeeper are held by one individual and the salary breakdowns stated above are to show each department's contribution to the individual whose salary is for the performance of all of those duties. The Clerk-Treasurer is hereby authorized to round to the nearest percent in calculating each fund's portion of longevity, pension and other similar payments for this position.

Section 4. The positions of Board of Works Director of Operations, and Sanitation Department – Field Operations Director of Operations are held by one individual and the salary breakdowns stated above are to show each department's contribution to the individual whose salary is for the performance of all of those duties. The Clerk-Treasurer is hereby authorized to round to the nearest percent in calculating each fund's portion of longevity, pension and other similar payments for this position.

Section 5. Annual salaries for law enforcement personnel in the Police Department are for up to 160 hours worked per 28 day work period as provided for in the Greenwood Municipal Code (1993) Section 2, Division 2, Employee Benefits, as amended, and the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. § 201, et seq.), hereinafter “FLSA”. Hours worked in excess of 160 to 171 per 28 day work period shall be compensated at the employees regular hourly rate as defined in the FLSA. Hours worked in excess of 171 hours per 28 day work period shall be compensated at one and one-half times the employees regular hourly rate as defined in the FLSA.

Section 6. Annual salaries for the Communication Officers (10 and 1 IDACS), Second year Communication Officers and Probationary Communication Officers, are for up to forty (40) hours worked per work week as provided for in the Greenwood Municipal Code (1993), Section 2, Division 2, Employee Benefits, as amended, and the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. § 201, et seq.), hereinafter “FLSA”. Hours worked in excess of forty (40) per work week shall be compensated at one and one-half times the employees’ regular hourly rate as defined in the FLSA.

Section 7. Annual salaries for the Division Chiefs, Staff Lieutenants, and Fire Prevention Specialist of the Fire Department are for up to one hundred sixty (160) hours worked per twenty-eight (28) day work period as provided for in the Greenwood Municipal Code, Section 2, Division 2. Employees Benefits, as amended, and the FLSA. Hours worked in excess of one hundred sixty (160) per twenty-eight (28) day work period shall be compensated at one and one-half times the employees regular hourly rate as defined in the FLSA.

Section 8. Annual salaries for Probationary Firefighter/EMT, Second Year Firefighter/EMT, First Class Firefighter/EMT, Shift Captains and Shift Lieutenants are for all hours up to two hundred twelve (212) hours worked per twenty-eight (28) day work period. Hours worked in excess of two hundred twelve (212) per twenty-eight (28) day work period shall be compensated at one and one-half times the employee’s regular hourly rate as defined in the FLSA.

Each employee in this class shall have one full shift available off work, with compensation, for bereavement leave in the event of a death of an immediate family member. Immediate family member shall be defined to include mother, father husband or wife, child, stepchild, grandparent, sister, brother or grandchild of the employee or the employee’s spouse. This class of employee shall also receive 8 hours of bereavement leave to attend the funeral or showing of an aunt, uncle, niece, nephew, step-grandmother or step-grandfather of the employee or the employee’s spouse, if it falls on the employee’s shift day.

These classes of employees shall be given Paid Time Off (PTO) time according to the following schedule:

|  |   |
|--|---|
| <u>1<sup>st</sup> Month thru the 6<sup>th</sup> Month</u>            | 0 Hours PTO   |
| <u>7<sup>th</sup> Month thru end of 1<sup>st</sup> Calendar Year</u> | 13 Hours plus 13 Hours for each full month worked after 6 <sup>th</sup> month |
| <u>2<sup>nd</sup> Calendar Year</u>                                  | 168 Hours PTO   |
| <u>3<sup>rd</sup> Year thru 4<sup>th</sup> Year</u>                  | 216 Hours PTO   |
| <u>5<sup>th</sup> Year thru 9<sup>th</sup> Year</u>                  | 288 Hours PTO   |
| <u>10<sup>th</sup> Year thru 14<sup>th</sup> Year</u>                | 336 Hours PTO   |
| <u>15<sup>th</sup> Year thru 19<sup>th</sup> Year</u>                | 360 Hours PTO   |
| <u>20<sup>th</sup> Year on</u>                                       | 384 Hours PTO   |

All PTO days for these classes of employees are 24-hour shift days each.

All employees in these classes whose working shift begins on the following holidays and is “on duty” for the entire shift shall be compensated an additional \$100 total for the entire 24-hour shift.

New Year’s Day

Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

Section 9. Run pay, Stand-By and Standby II pay for the firefighters of the Greenwood Volunteer Fire Department shall be for up to two hundred twelve (212) hours worked per twenty-eight (28) day work period as provided for in the Greenwood Municipal Code, Section 2, Division 2, Employees Benefits, as amended, and the FLSA. Hours worked in excess of two hundred twelve (212) per twenty-eight (28) day work period shall be compensated at one and one-half times the firefighter's regular hourly rate as defined in the FLSA.

Section 10. Annual salaries for the employees listed below and not exempt under the FLSA are for up to thirty-seven and one-half (37-1/2) hours worked per work week. Hours worked in excess of thirty-seven and one-half (37-1/2) to forty (40) hours worked per week shall be compensated at the employees regularly hourly rate as defined in the FLSA. Hours worked in excess of forty (40) hours per work week shall be compensated at one and one-half (1-1/2) times the employees regularly hourly rate as defined in the FLSA.

Clerk-Treasurer's Bookkeeper, Payroll Clerk and Bookkeeper/Transcriptionist;

City Court's Court Clerk, Bailiff, Secretary and Community Service Work Coordinator; and

Adult Probation Services Division: Chief Probation Officer, Law Enforcement Coordinator, Case Manager I, Case Manager II, Field Officer, Probation Officer, Secretary, and Assessment Provider

Section 11. All other annual salaries for employees not listed above and not exempt under the FLSA are for up to forty (40) hours worked per work week. Hours worked in excess of forty (40) hours worked per week shall be compensated at one and one-half (1-1/2) times the employees regular hourly rate as defined in the FLSA.

Section 12. The following full-time hourly employee positions shall be required to work a minimum of thirty-seven and one-half (37-1/2) hours per work week:

NONE

All other full-time hourly positions shall be required to work forty (40) hours per work week.

Section 13. The incumbents in the positions of Code Enforcement Officer in Section 2 , Board of Works in Section 2, Civilian Workers in the Police and Fire Departments including the Watch Commander may in addition to the salary or wages above, receive a \$600.00 clothing allowance for uniforms to be paid in accordance with the payment policy used for the Greenwood Police Department.

Section 14. Upon the termination of an incumbent in any position listed in this Ordinance, a temporary additional position is hereby created with the same maximum rate of pay or bi-weekly salary of that incumbent's position, as the case may be, for such incumbent for up to ten (10) weeks so there can be a training period for the replacement and the replacement may be in the position during the terminated incumbent's vacation.

Section 15. That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

Passed by the Common Council of the City of Greenwood, Indiana this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

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Ronald Bates, President  
Greenwood Common Council

FOR:

AGAINST:

ATTEST:

\_\_\_\_\_  
Jeannine Myers, Clerk-Treasurer

The foregoing within and attached Ordinance passed by the Common Council of the City of Greenwood, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 2006, by me is now this \_\_\_\_\_ day of \_\_\_\_\_, 2006, at \_\_\_\_\_ O'Clock \_\_\_\_\_. m., presented to the Mayor of the City of Greenwood, Indiana.

\_\_\_\_\_  
Jeannine Myers, Clerk-Treasurer

The foregoing within and attached Ordinance passed by the Common Council of the City of Greenwood, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 2006, is signed and approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2006, at \_\_\_\_\_ O'Clock \_\_\_\_\_. m.

\_\_\_\_\_  
CHARLES E. HENDERSON, Mayor of the  
City of Greenwood, Indiana